

How to Order Credit Reports

Purpose

To provide help to end users on how to order and open an existing credit report within the MCL system.

How to Order Credit Reports

1. Click on “Order Credit” link in the Products & Services on the Main.

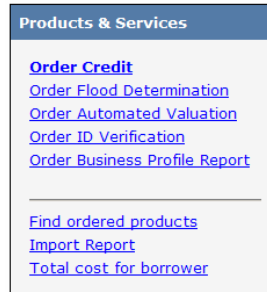


Figure 1: Products and Services

2. On the order screen (Figure 2), enter the information on the Consumer. Fields designated with the green letter R are required fields.

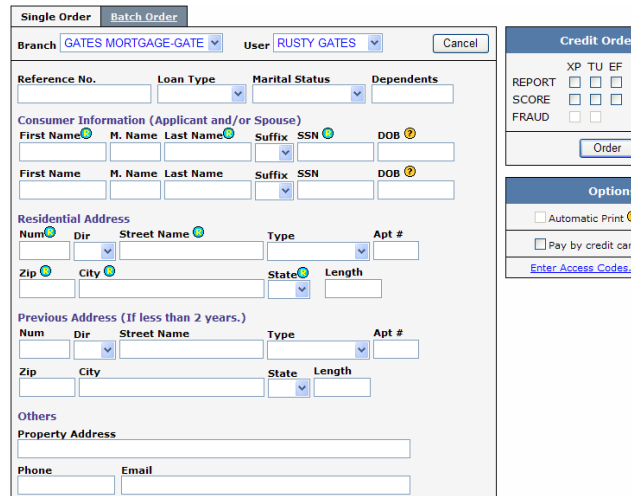


Figure 2: Credit Order Screen

3. Select the desired options in the Credit Order panel on the right.
4. Click the Order button to order the Credit Report.
5. After the Credit Report is ordered, click on the View Report button in the upper right hand corner to view the report.

Lookup Existing Order

If you would like to retrieve a previously ordered Credit Report, click on the “Find Products” link (Figure 1) and select Credit. Afterward, enter information about the consumer and click on the Search button.